

1 Adopt 2 Cal. Code Regs. Section 18401.1 to read:

2 **§ 18401.1. Required Recordkeeping for Slate Mailer Organizations.**

3 (a) A slate mailer organization has a duty to maintain detailed accounts, records, bills,
4 and receipts as necessary to prepare campaign statements and comply with the provisions of
5 Chapter 4 (commencing with Section 84100) of the Act.

6 (b) In respect to each distinct slate mailer sent by a slate mailer organization, the
7 organization's duty as specified in subdivision (a) includes the duty to maintain the following:

8 (1) The date of the mailing, the number of pieces mailed, and the method of postage or
9 delivery.

10 (2) An original sample of the mailer, or an electronic copy of the mailer if sent
11 electronically.

12 (3) Cancelled checks or copies of cancelled checks containing legible images of the front
13 and back of the checks obtained from a financial institution, wire transfers, credit card charge
14 slips, bills, receipts, invoices, statements, vouchers, and any other documents reflecting the
15 receipt of payments or obligations incurred by the organization relating to the mailer.

16 (c) A slate mailer organization shall maintain the accounts, records, bills and receipts
17 specified in subdivisions (a) and (b) for a period of four years following the date the campaign
18 statement to which they relate is filed.

19 NOTE: Authority cited: Section 83112, Government Code. Reference: Sections 84048.3,
20 84048.4, 84218, 84219, 84220, and 84305.5 Government Code.